

477012/19/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES SENIOR ELECTRIC METER TECHNICIAN

DEFINITION

Under general supervision, to perform advanced skilled technical and supervisory work in the testing, repair and calibration of revenue electric meters and related apparatus used in residential, commercial, and industrial facilities; to provide technical support for complex test and field data acquisition systems; to oversee shop testing, repair and calibration of various electric meters; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Utilities Senior Meter Technician class is the advanced level in the Utilities Electric Meter Technician series and works primarily in the field. This position is usually filled by advancement from the meter technician class. This position is responsible for the most complex and specialized electric meter maintenance and repair tasks; provides expertise in all aspects of electrical apparatus testing; utilizes applicable P.C. software; supervises other electric meter technicians; trains and evaluates employees.

REPORTS TO: Utilities Electric Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Electric Operations Manager. Exercises general supervision over Utilities Electric Meter Technicians.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise and participate in the testing, repair and calibration of electric revenue meters and related apparatus.
- Schedule and assign work for meter technician staff.
- Perform the more difficult test, repair and calibration work.
- Plan, assign and track maintenance programs.
- Develop and maintain performance profile reports on various types and models of electric meters.
- Coordinate field activities with shop personnel.
- Handle technical problems which occur in the field.
- Resolve customer service issues which occur in the field.
- Test complex commercial and industrial meter equipment to insure against loss of revenue.
- Assist in administrative tasks such as purchasing and budget preparation.
- Supervise, train and evaluate meter technician staff.

QUALIFICATIONS

Knowledge of:

- Methods, materials and tools used in all aspects of routine and complex electric meter testing.
- Mechanisms of electric meters and the ability to use this knowledge in the testing and repair of meters.
- Personal computers and related software with emphasis in data storage, acquisition, can communications.
- Related occupational hazards and safety precautions.
- Principles of supervision, training and performance evaluation.

Ability to:

- Test, repair, maintain and calibrate meter and transformer testing systems.
- Use and care for tools and testing equipment; use good finger dexterity and eyesight in order to work with precision instruments.
- Test repair, maintain, and calibrate meter and transformer testing systems.
- Read and interpret schematic drawings and specifications.
- Use related computer hardware and software including the retrieval and manipulation of data.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade.

Experience: Three years experience performing electric meter repair, testing and installation calibration and testing of single and polyphase meters used in a variety of facilities or completion of a recognized apprenticeship in electric meter technician work.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Senior Electric Meter Technician

TO: Utilities Electric Operations Manager